# BTEC Assignment Brief

| | |
|---|---|
| **Qualification** | Pearson BTEC Level 3 International Subsidiary Diploma in Business<br>Pearson BTEC Level 3 International Foundation Diploma in Business<br>Pearson BTEC Level 3 International Diploma in Business<br>Pearson BTEC Level 3 International Extended Diploma in Business |
| **Unit number and title** | Unit 29: Health and Safety |
| **Learning aim(s)** | **B** Explore health and safety factors that impact practices in workplace environments<br>**C** Conduct health and safety risk assessments in a given work environment to ensure compliance with current regulations |
| **Assignment title** | **Assignment 2:**<br>**Health and Safety in Practice** |
| **Assessor** | |
| **Issue date** | |
| **Hand in deadline** | |

| | |
|---|---|
| **Vocational Scenario or Context** | In this assignment you are required to undertake research and collect information on the health and safety policies and practices implemented by a specific organisation and to conduct an on-site health and safety risk assessment on the organisation's premises.<br>Using your own contacts or with the assistance of your teacher make contact with a local organisation and obtain permission to:<br>1. Access their health and safety policies<br>2. Conduct a site visit<br>3. Complete a health and safety risk assessment<br>4. Prepare a report detailing the results of your research and risk assessment including any recommendations for improvement to health and safety practices<br>If you have a part-time job or have participated in a work experience placement you may be able to use this organisation for your research. Your parents or carer may also be able to put you into contact with appropriate managers in their own work places who will be able to help you. Most organisations will have a person with responsibility for health and saftey and you will need to work closely with this person when conducting your research and undertaking your risk assessment.<br>Your school or college can also be used to complete this assignment. For example you could conduct a risk assessment on a specific area of accommodation such as:<br>● An office<br>● A computer room<br>● A science laboratory<br>A sports hall |

| | |
|---|---|
| **Task** | Select an organisation and complete the following activities:<br>● Research the health and safety regulations which cover the particular organisation you have chosen, clearly differentiating between the general health and safety regulations it must follow and the specific regulations for the sector in which it operates<br>● Collate a set of health and safety literature produced including its Health and Safety Policy and any other material by which it aims to meet the requirements of health and safety legislation.<br>● Interview the person in the organisation responsible for health and safety to obtain information on the ways in which the organisation implements its Health and Safety policy. For example, how it trains its staff and records accidents. How it supports the emotional well-being of its staff.<br>● Write a report on the findings of your on-site research<br>● Undertake a risk assessment of a designated area of the organisation's accommodation identifying potential risks and the steps taken by the organisation to address these risks. For example,<br>o in an office environment, staff electric cables and plug sockets are dangerous, office equipment needs to be regularly serviced, health and safety notices could be displayed, staff work places should be appropriate for the work they are required to perform.<br>o in a manufacturing organisation, employees may be required to wear protective clothing, machinery should be fitted protective guards and components and dangerous materials should be stored safely.<br>o in a food preparation environment food should be stored according to health guidelines, employees handling food may be required to wear gloves and other clothing and different food must be kept away from other food substances to prevent contamination<br>● Once you have completed your on-site visit complete a risk assessment report identifying:<br>o The risks you have identified<br>o How the organisation has addressed each of the risks you have identified<br>o Examples of good health and safety practices<br>o Recommendations for any improvements in health and safety practices |
| **Checklist of evidence required** | ● A report which evaluates the health and safety policies and practices implemented by a specific organisation by which it seeks to meet its legal obligations in respect of health and saftey legislation.<br>● A health and safety risk assessment of a specific part of an organisation's accommodation with recommendations for improvements to health and safety practices |

| **Criteria covered by this task:** | |
|---|---|
| Unit/Criteria reference | To achieve the criteria, you must show that you are able to: |
| 29/B.D2 | Evaluate the impact on health and safety of a workplace environment and |

| | |
|---|---|
| | operation factors, and the effectiveness of measures that can be implemented to manage them. |
| 29/C.D3 | Evaluate the effectiveness of health and safety standards and processes in a selected workplace environment, using own detailed risk assessment, with supporting comprehensive rationale for recommendations and improvements. |
| 29/B.M2 | Analyse factors that impact on health, safety and security in a workplace Environment and methods of managing them. |
| 29/C.M3 | Assess health and safety standards of a selected workplace environment, using own detailed risk assessment, making supported recommendations for improvements. |
| 29/B.P3 | Explain how workplace environments and work management can impact the health and safety of employees. |
| 29/B.P4 | Explain methods that can be used to manage physical and emotional health and safety in a workplace environment. |
| 29/C.P5 | Plan and conduct a risk assessment for a selected workplace using appropriate formats |
| 29/C.P6 | Explain the health and safety processes in place in a given workplace environment. |
| **Sources of information to support you with this Assignment** | Different countries have different laws and regulations governing health and safety in the workplace. In the United Kingdom, for example, information and advice on health and safety legislation relating to business is the responsibility of the Health and Safety Executive (HSE):<br>www.gov.uk/health-and-safety-executive<br>In addition to health and safety legislation which is applicable to all businesses, specific sectors of business will be required to follow specialist health and safety regulations. In the UK for example, businesses operating in the food industry must follow the regulations laid down by The Food Safety Act.<br>You are advised to search relevant government websites and specific industry regulations in your own country to find the information you need to complete this assignment.<br>You can use this information to produce your own checklist of health and safety requirements which need to be addressed by your selected organisation.<br>Collect information from the organisation on material such as:<br>o Health and Safety Policy<br>o Specific policies relating to its business practices e.g. use of specialist equipment<br>o Health and Safety notices<br>o Staff Handbooks<br>o Staff Induction and Training programmes |